



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Librarian III
3	Posting Number	PN# 103164
4	Department	Library Department
5	Division	Central Services*
6	Section	Business, Science and Technology*
7	Reporting Location	500 McKinney Avenue*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Coordinates and supervises the collection development and the collection management activities of the Fine Arts/Social Sciences Department: manages materials budget, reviews orders, and provides training in materials selection, retention, and transfer. Serves as liaison with Materials Selection Office and Technical Services. Responsible for overall operation of department when Manager and Assistant Manger are absent. As a senior librarian, provides reference services and information on library activities, policies and programs to customers in person, by telephone, by mail and electronically. Assists customers in the use of the Library's catalog, Internet, reference materials, databases and other online resources. Recommends systems and procedures to improve organization and use of materials in the department and to improve the department's collection and services. Prepares bibliographies and user guides. Conducts department tours and orientation of new staff. Participates in professional organizations, committees, attends meetings and conferences, and maintains knowledge of current developments in the library field. Participates in special programs and projects. Performs other duties essential to efficient operation of the library. Requires evening and weekend (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Ability to plan and organize work; good knowledge of library procedures; ability to supervise subordinates. Must be able to use a computer to access/input information. Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Master's degree in Library Science from an American Library Association accredited school.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years professional library experience including one (1) year of management.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Fluency in Spanish, Vietnamese, Chinese a plus.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23	
\$1,347 - \$1,856 Biweekly	\$35,022 - \$48,256 Annually

18 **OPENING DATE**

February 23, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. **First consideration will be given to those applications with a resume attached.** Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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